

CITY OF HAYWARD

DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

(Unclassified)

DEFINITION

To plan, direct, supervise and coordinate the activities of the Community and Economic Development Department including Development Inspection Services, Development Review Services, Housing and Economic Development, and Downtown Development Divisions.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Provides direction and supervision to managerial, professional, technical and clerical personnel.

ESSENTIAL DUTIES

1. Directs and participates in the development and implementation of goals, objectives, policies, and priorities of the department.
2. Administers and directs the activities of the Community and Economic Development Department, including oversight of the Development Inspection Services, Development Review Services, Housing and Economic Development, and Downtown Development Divisions.
3. Develops and implements planning, zoning, development and environmental review program goals, objectives, policies and priorities.
4. Administers the General Plan.
5. Serves as City Planning Director.
6. Negotiates with developers regarding the provision of incentives for development.
7. Directs research connected with problem and needs identification in areas of departmental responsibility.
8. Confers with community groups, City Council, city staff and advisory bodies on city and neighborhood problems and solutions.

ESSENTIAL DUTIES (continued)

9. Directs periodic evaluation of departmental activities, including assessing implementation of alternative activities to increase effectiveness and efficiency.
10. Develops grant administration policies and procedures.
11. Oversees contract administration, monitoring and evaluation.
12. Provides staff support to numerous advisory boards, commissions and committees.
13. Prepares and administers departmental budget.
14. Selects, supervises, trains, and evaluates staff.
15. Coordinates department programs with other City departments and with outside agencies.
16. Selects and oversees use of consultants and outside professional services.
17. Serves as an active participant on the City Manager's management team.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Principles and practices of urban planning and economic development.
- B. Principles and practices of real estate finance.
- C. Research and analysis methodologies.
- D. Community agencies and resources.

Knowledge of (continued):

- E. Funding sources and methodology for obtaining funds.
- F. Program monitoring and evaluation methods.
- G. Principals, practices, and techniques of public administration.

Ability to:

- H. Plan, direct, supervise and coordinate the work of the Community and Economic Development Department.
- I. Properly interpret and make decisions in accordance with appropriate laws, regulations, and policies.
- J. Identify community needs and develop plans and programs responsive to those needs.
- K. Communicate clearly and concisely, orally and in writing.
- L. Work effectively with community groups, City Council, general public and City staff.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Eight years of progressively responsible experience in program planning, community development or economic development involving program development, capital improvements, data analysis, and supervision of staff services.

Training

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Planning, Economics, Public or Business Administration, or closely related field.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: The ability to operate and maneuver in a standard office environment including the ability to access a computer and direct staff, the ability to make presentations to the City Council.

1115CS93
April 1975
Revised July 1993

APP GROUP: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt